

STANDARDS AND TRAINING FOR CORRECTIONS

COMPUTER BASED TRAINING CREDIT (An Alternative Training Delivery System)

Computer Based Training

The Board of Corrections is approving an alternative hourly equivalent training delivery program for non-traditional training courses referred to as Computer Based Training (CBT). Alternative hourly equivalents through this training methodology applies to annual training only and trainees will receive full training credit upon approval of the course by the Board of Corrections.

Computer Based Training may include a job related course of instruction that is provided on interactive CD Rom or distributed learning courses that are delivered over the Internet or agency intranet (i.e., web-based training). These non-traditional training opportunities are not meant to replace instructor led performance based training, but rather to complement the available range of training alternatives specific to the needs of local corrections agencies. The core mission of the STC program is to raise and maintain the level of competence of the State's local corrections personnel in county and city jails, juvenile facilities and probation systems. Toward that end, our goals include Computer Based Training is to facilitate that core mission by expanding alternative training resources commensurate with new technologies and information delivery systems that enhance and add to the existing training methodologies.

Receiving Training Credit

Computer Based Training can be synchronous (everybody meets online at the same time to receive course instruction) or asynchronous (trainees can learn at their own pace and the training can be accessed anytime and anyplace). Because of the ability of asynchronous instruction to be delivered as an alternative means of traditional classroom training, persons who complete computer-based courses may be eligible for hourly training equivalents. Hourly equivalents are based upon an average time for an individual to complete the course work. Due to varying learner styles and experience levels, some individuals may take more or less time to complete the course work. Since all STC certified computer-based training must contain specific quality and testing components, a trainee's progress and transfer of knowledge in the subject matter will be documented by the participating agency. However, the need for strict adherence to attendance in classroom hours will not be required.

Agencies will provide an assurance statement attesting to the training hour equivalency based upon the recommendation of the courseware designer, agency, public or private provider. Hourly equivalencies are based upon a rationally developed estimate of the number of hours it would take the average trainee to complete the course of training.

Course Budget

The expenditure of STC funds up to \$10.00 per hour per trainee charged as tuition is authorized. Costs charged to the STC fund must be directly associated with the delivery of the training and cannot exceed the cost of the actual CBT delivery. Allowable expenditures may include such items as courseware, software, course materials/workbooks, enrollment fees, and/or unit fees. Agencies may charge staff replacement costs in accordance with STC Policies and Procedures.

Course Design Requirements

To certify a computer-based course, the following criteria for course delivery must be met:

Course Delivery

Presentation of the course may include text, audio, video and/or demonstration simulations. The course must offer the trainee the opportunity to practice, explore and/or interact with the program or communicate with the instructor.

Courses must contain some level of interactivity (as an example, exploration of the subject material or simulation of a procedure or process). Computer Based Training that serves as nothing more than electronic text is not acceptable. Instructor led online courses must provide the opportunity for the trainee to interact or ask questions with a qualified instructor via email or other method of communication.

Testing

All STC certified CBT courses must include some form of testing in order to measure skill or knowledge transfer. Testing may include:

- proctored online tests;
- automated testing programmed into the course that must be completed in order for the trainee to progress through the course; or
- automated testing at the completion of a course that will record the trainee's test score.

Defined Passing Grade

Agencies will determine passing grades based upon recommendations of the course designer or the requirements of the public/private presenter. Ultimately agencies must determine the frequency and importance of skills to be learned by the trainee in setting grade levels (pass or fail). As an example, courseware designed around a specific agency policy or procedure may require a very high passing grade; however, courses that address general or conceptual topics may

require less than a perfect score, e.g., 100% passing of the measurement knowledge/skill learned.

Documentation of Completion

Agencies must provide documentation of course completion, e.g. course rosters or a certificate of completion. This documentation can be generated by the CBT program or course provider.

Course Evaluation

Each participant receiving STC certification must complete a course evaluation. Consistent with STC Policies and Procedures, the Board of Corrections will provide course evaluation forms.

Courseware Licensing

STC participating agencies are responsible for adherence to copyright and licensing requirements established by software vendors.